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Meeting 2005-11-20

Civil Service Senate

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**Governors State University
Civil Service Senate
Minutes
November 17, 2005
Hall of Honors - 10:30 a.m.**

Civil Service Senate President Kathy Miller opened the meeting at 10:40 a.m.

Present: Susan Bell, Donna Finn, Katie Frossard, Mary Hellings, Rhonda Jackson, Mary Jones, Shawn Jones, William Kelly, Cynthia Matthias, Kathy Miller, Eric Nicholson, Renee Rainey, Crystal Richards, Scott Smith, Karen Stuenkel, Annie Ware, Janice Washington, Stephanie Wenzel, Cynthia Woodard, Jason Zelek

Excused: Atha Hunt, Blondia Jasper

Absent: Marva Hampton, Karen Sinwelski

Minutes of October 27 Meeting: Moved, seconded, and passed to approve the minutes as read.

President's Welcome and Comments: President Miller reminded us to submit baby photos and bio information to her today for our December display in the showcase by PPO. We have not yet received the information requested from Human Resources (last May) concerning the 2-days-off-for-Superior-Performance-Report.

Special Guests: Chuck Connolly, Public Affairs, and Greg Kain, ITS: Connolly thanked the Senate for inviting them to discuss the reorganization plans for the Office of Admission. Admissions affects all colleges, as does the Registrar's Office, and thus affects all employees of GSU. The lack of staff in Admission has created overwork and inefficiencies.

Greg Kain led a team to thoroughly review the processes of both offices; the result was a recommendation to scrap the current systems and begin fresh. Proposed changes are: 1. Online Admission. This is complicated by the different admission requirements of each degree program. The proposed system would allow students to check their admission status online; more use of e-mail vs. hard copy letters; electronic forms. International students may still be required to use the paper process because of the various documents to be submitted. 2. Document Imaging. Convert to a paperless system with all documents scanned and accessible to all involved parties; graphical user interface for CARS would be more user-friendly. 3. Prospect Tracking. Currently we have no ability to mine data, track performance, source of name, etc., resulting in insufficient conversion of prospect to applied to registered.

Requests for Proposals for equipment and systems have been sent out with decisions to be made by the end of December 2005. Board of Trustees approval is expected in March 2006 with some pilot programs for SS 2006. Vendor presentations to be held in December; President Miller will be notified of the schedule.

Q: What will be the effect on Civil Service employees in the specific areas (Admission, Registrar, Financial Aid, Business Office)?

A: no loss of jobs; possibly some jobs will change; positions will be upgraded if needed

Q: What about Financial Aid and student employment?

A: Financial Aid is #2 or 3 in line for re-engineering; student employment is not under consideration at this time but could possibly benefit from the planned changes

Q: This sounds far-reaching. Will it involve all university systems?

A: Yes, that's why we're informing all groups

Q: Student e-mail has always been a big problem. Any changes planned?

A: Online applications will be done through personal e-mails not student i-mail. A meeting is planned with Financial Aid to discuss regulations; Tammy Rust/Business Office wants to use student e-mails for billing, notices, etc. There is a committee currently looking into usage of student e-mail. Suggestion: automatic link from i-mail to personal e-mail account.

New Business: Civil Service Day nominees for recognition plaques have been submitted to the Executive Committee for decisions. Bruce Crooks was unable to attend our meeting to do photos but Jason Zelek was an able substitute photographer.

Committee Reports:

1 – EAC Report, Debra Boyd: No report.

2 – Governance Committee, Eric Nicholson: Grievance Policy Committee, Karen Stuenkel, Chair, has met to discuss names of Civil Service personnel to submit to John Tuohy as potential members of the GSU Grievance Committee. Kathy Miller will update the master list of committees and members.

3 – Civil Service Affairs Committee, Renee Rainey & Cindy Matthias: Purchases for all events is now limited to vendors approved by the Purchasing Department. We currently have only 85 RSVPs for Civil Service Day – remind everyone that we must have a final count for the caterers by November 23. Centerpieces will be furnished by the President's Office; Kathy Miller is storing all prizes and auction items in her office including a signed ball from the Sox player who caught the last out in the World Series; Donna Finn will pick up the cakes and the wines. Kathy Miller is locating music for all the acts; Mark will see rehearsals for everyone; we will have a music CD burned with all acts in order of appearance. The Senate will have Chubby Checker faces to use in their act and distribute to audience members. Donor names should be submitted to Cindy Woodard for inclusion in the program.

4 – Scholarship Committee, Louis Schultz: No Report. Discussion of amount to be awarded is tabled until January 2006.

5 – Grievance Committee, Karen Stuenkel, Interim Chair: No current grievances.

6 – Finance Committee, Karen Stuenkel: the tote bag gifts and food for Civil Service Day have been ordered.

7 – GSU Safety Committee, Donna Finn: No Report

Old Business:

We are still waiting to hear from Human Resources about the '2 days off for Superior rating' issue; the list requested from HR last May has still not been received.

Remarks: Civil Service Day should be an outstanding event; remind your coworkers to RSVP by next week.

The meeting was adjourned by President Miller at 12:02.